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Attachment B
CODIB-D-28
16 March 1959

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: Field Reporting Officers, USIB Member Agencies

SUBJECT : Titling of Information Reports

1. The intelligence components of the U.S. Government now operate through a Committee on Documentation of the U.S. Intelligence Board (USIB) to coordinate their information storage and retrieval programs. These programs range in scope from the development of improved indexing and dissemination techniques to efforts to increase the usefulness of the physical document and the editorial format of its contents.

2. Among the editorial features of information reports, titles play an important role because they provide the subject indicators which help:

- a. analysts to determine priority of attention to incoming intelligence.
- b. indexers to establish the catalog card records from which analysts subsequently select for retrieval the particular documents pertinent to their needs.
- c. disseminators to obtain orientation in the rapid reading of reports for determination of consumer interests.
- d. central mail and storage systems to record and identify classified documents for security and retrieval purposes.

3. The extremely large volume of present-day reporting makes poor titles a problem of more than routine importance. Some 300,000 different information reports (in an estimated 10,000,000 copies) are now processed into headquarters offices annually. Of this volume, the CIA indexing system, for example, presently finds it necessary to expand over 30% of the titles to make them reflect subject content more accurately. In a recent survey of economic analysts, 60% of those queried stated that inaccurate and misleading reports titles were a frequent source of difficulty in their work.

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4. For maximum usefulness an information report title should provide an unambiguous clue to every major theme discussed in the report it describes. The journalistic requirements of who, what, when and where should be regularly satisfied. Unlike journalism where human interest often affects title selection, intelligence profits from emphasis on the factual and on detail. The person, place, organization, weapon or commodity central to a report should be identified in the title of that report.

5. Intelligence literature searches among the more than 3 million post-war information reports regularly yield lists of document titles numbering in the hundreds and thousands. The analyst receives minimum assistance in determining from their titles which documents to consult in full when these titles read:

"A Chance to Comment"
"Transmittal of Document"
"Meteorological Observations on a Teapot"
"Political/psychological"

"Industrial Potential of Springs"
"What China's Scientists are Doing"

25X1

There will be substantial benefit to users and little added cost systems-wise in extending the average 2 - 10 word title to 15 or 20 words where appropriate and necessary to indicate the precise subjects and actions covered in the text. ^{1/}

6. The USIB Committee on Documentation is now seeking the incorporation of instructions on effective reports titling in the service manuals of the member agencies. In the interim, the assistance of reporting officers in assigning full titles to their reports will contribute significantly to the maximum exploitation of their information by headquarters recipients.

^{1/} The collection instructions of some USIB agencies require a summary at the head of each document to enable intelligence producers "to quickly determine whether they have an interest in the report". As a rule, however, these are too lengthy to be incorporated into index card records. Some duplication of title and summary content would not be costly in such situations, and might not prove necessary in practice.

Some USIB instructions, e.g. AR380-5 par. 58e, also state a preference for unclassified titles in order to simplify title referencing under security regulations. None require that this take precedence over the objective of maximum title utility to users.

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Attachment C
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UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: Committee on Documentation

SUBJECT : Collection Instruction on Assignment of Information Report
Titles

Paragraph for incorporation in intelligence collection instructions of
the USIB member agencies under section dealing with "Reporting":

"Titles: Determination of an effective title for an information report is a matter of increasing consequence to intelligence producers and information storage and retrieval systems at headquarters. The drastic rise in the volume of post-war reporting has stimulated large-scale efforts to improve information handling through the application of photographic and electronic equipment. For speed and efficiency such equipment must index a maximum of information with a minimum of subject indicators. Titles provide ready-made subject indicators well suited for many handling and searching purposes.

Titling of intelligence information requires emphasis on the factual and on detail. The journalistic requirements of who, what, when, and where should be regularly satisfied. The title should provide an unambiguous clue to every major theme discussed in the report. Identification of the person, place, institution, commodity or weapon central to the report becomes invaluable later on when a user seeks to determine which documents to consult in full while scanning lists of titles in an index or bibliography."

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